



## City of Austin - JOB DESCRIPTION



### Automotive Stores Specialist

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(80) Serv/Maint
<b>Class Code:</b>	11043	<b>Salary Grade:</b>	DE2
<b>Approved:</b>	April 18, 2001	<b>Last Revised:</b>	May 21, 2001

#### Purpose:

Receives and ships automotive parts, issues stock, maintains inventory and completes purchasing process by accepting shipments and ships product. Inventorying and disbursing supplies and equipment. Preparing purchase orders and bid requests; adding received goods to inventory; maintaining information systems and historical references.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- 1.Receives and verifies items by matching invoices; assuring items received are accurate; correcting order; inspecting conditions of items; performing operational checks on equipment included in stores inventory, comparing count/measure of items to purchase order and packing listing; noting/resolving discrepancies.
- 2.Documents items received by recording identifying information using appropriate tracking method, either computer database or daily logs, making recommendations to improve process, updating data information, reviews transaction status and provides updates to supervisors, or retrieves specific data in report format.
- 3.Prepare and ships items by working closely with workers in the assembling, packaging, protecting, and labeling of containers; preparing shipments; determining method of shipment; examining items to be shipped, destination, route, rate, and time of shipment; making adjustments to meet established timelines.
- 4.Documents items shipped by recording identifying information of items and transport information.
- 5.Completes purchase requests by verifying inventory and specifications of purchase requests; preparing stock and equipment requisitions; inputting purchase orders and bid and service requests; expediting deliveries.
- 6.Keeps internal and external customers informed by confirming and clarifying orders; noting shipping or back-order delays.
- 7.Ensures delivery and payment by routing orders to departments for filing; initiating purchase orders; tracking delayed orders. Preparing payments documents; routing invoices to accounts payable.
- 8.Provides information by answering questions from customers and vendors.
- 9.Maintains historical reference of supplies, equipment, and services by keeping records of items and services purchased, prices, delivery and shipping costs, and product or service acceptability.
- 10.Replaces or repairs damaged items by identifying damaged or obsolete items; using appropriate hand or power tools to repair items, or replaces items by following internal guidelines.
- 11.Receives damaged items and shortages or obtains credit and resolves discrepancies in receiving by identifying damaged items and shortages and quantity of materials; placing materials in inventory, conferring with various entities to make adjustments; correct the shortages and obtain credits.
- 12.Monitors stocks levels or inventory materials by applying fundamental control techniques; monitoring and updating stock item forecasts, minimum and maximum stock levels, and replenishment lead times.
- 13.Manages inventory investment by recommending removal of idle, excess and obsolete stock by identifying, communicating and coordinating disposition and removal of idle, excess, and obsolete stock materials with key customers.
- 14.Supports stores operations by providing on-the-job training, troubleshooting issues at various phases of the receiving and shipping cycle, confers serves as liaison between purchasing, vendors and other staff members to resolve operational issues.

#### Responsibilities - Supervisor and/or Leadership Exercised:

None.

#### Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of fundamental inventory control procedures.
- Knowledge of basic mathematics.
- Knowledge of automated inventory systems.
- Knowledge of office and administrative practices related to purchasing.
- Knowledge of billing procedures.
- Skill in performing detailed works in an accurate and organized manner.
- Skill in record keeping.
- Skill in reviewing invoices, bills, etc. for accuracy and completeness.
- Skill in using various types of equipment.
- Ability to establish and maintain good working relationships with other city employees and the public.

#### Minimum Qualifications:

High School or GED plus three (3) years in relevant experience or warehouse.

**Licenses and Certifications Required:**

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.